

## Dossier Summit 2019 – Request to Attend

Dear <Name>

I would like your approval to attend the Dossier Summit 2019 from April 22-25 in Atlanta, Georgia. Attending the Summit is a cost-effective way to ensure we maximize the potential of our Dossier software investment.

At the Dossier conference, I'll be able to:

- Advance my knowledge of how our company can receive full value from using Dossier.
- Get great training value - the Summit conference is comparable in cost to a training class, but provides a flexible learning environment; I can choose a custom agenda.
  - There are over 40 breakout/training sessions covering a wide array of topics. I'll be able to choose 9 to attend on specific areas where we need to expand our knowledge of Dossier, or explore a feature which we don't currently use.
  - There will also be a Dossier Lab where I can get a one-on-one consultation or specific hands-on help with Dossier fleet experts.

In addition to the sessions, I can take full advantage of the time to network with a community of Dossier users including fleet executives and managers, industry experts and transportation professionals. Here's a link to some feedback from past attendees <https://youtu.be/Nf-k0ZPQcj4>

The following is an approximate cost breakdown for me to attend the conference.

Airfare	\$ XXX.XX
Approx. Transportation between airport and hotel	30.00
Hotel – 4 nights @ \$179/night	537.00
Summit Registration Fee (includes all conference meals)	XXX.00
Total	\$ XXXX.XX

I'm confident this will be a worth-while investment with an immediate return.

Other team members within our organization will also benefit as I'll share what I learn, including recommendations to maximize our current investment using Dossier.

I ask that you please accept my proposal to attend Dossier Summit 2019. Thank you in advance for your consideration.

Regards,